



JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Planning**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional and administrative work responsible for managing the operations of the Planning Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops, recommends, and implements operating policies, procedures, and programs to affect the efficient and effective operations of the Planning Division.

Organizes and administers the work effort of the Planning Division, including current and long-range planning, capital programs, graphics, and mapping functions.

Responsible for written and oral presentations and reports for Board of County Commissioners, Planning and Zoning Commission, and other boards and committees which include the gathering of planning, legal and engineering data, preparing special reports, general meeting preparation and public contacts.

Supervises and serves as technical advisor to subordinate professional planners and technical personnel on respective work methods. Reviews objectives, techniques of execution and results of findings; performs project management and coordination.

Initiates and promulgates programs and procedures necessary to implement comprehensive and current planning necessary to comply with state and county ordinances. Recommends the establishment, abolition, or revision of ordinances, rules, regulations, and capital improvement schedules as related to planning and general county activities.

Confers and coordinates with civic leaders, government officials, industrialists, educators, financiers and citizens in order to ascertain factual basis for planning projects and studies.

Prepares and presents the division's annual budget and assures continued adherence to parameters of adopted budgets.

Initiates and effectively recommends, for final approval by the department director, hiring, termination, performance evaluation, disciplinary, and/or commendatory actions for assigned members.

Performs other duties as assigned or as may be necessary.



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Page 2

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Minimum Qualifications

Knowledge of principles and practices as applied to the collection of planning data and in the preparation of comprehensive planning, reports and studies. Knowledge of principles and practices as applied in planning activities of local government, state and federal regulations pertaining to city and county planning issues, regulations, grants, and programs. Knowledge of principles and practices of engineering and architecture as they apply to public planning.

Ability to plan, organize, and direct effectively. Ability to communicate effectively, both orally and in writing with subordinates, superiors, and the general public. Ability to establish and maintain effective working relationships with a broad spectrum of personnel within the county, in other governmental agencies and the general public. Ability to analyze complex data. Ability to present information, ideas, and recommendations clearly. Ability to exercise mature and sound judgment. Ability to establish and maintain a good working relationship with agencies, groups and individuals associated with planning issues.

Master's Degree in Planning, Architecture, Public Administration, or a closely related field and four (4) years' progressively responsible professional level experience in the administration and supervision of planning activities.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service Classification.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties while sitting at a desk, table or workstation. Incumbents in this classification have regular exposure to radiant and electrical energy found in an office environment.